August 2016

QUARTERLY NEWSLETTER FROM THE CORPORATIONS & CHARITIES DIVISION

"Providing you with essential business and charitable information to promote public trust"

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- FREE! Washington Small **Business Fair**
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## contact US

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# Nominations Are Open for the **Corporations for Communities Awards!**



Do you know of a corporation or business that **helps its community** in some way, such as by donating money or supplies, or providing volunteer help? Help give that company some much-deserved recognition by nominating it for Washington's highest civics award.

The Office of Secretary of State is accepting nominations for a 2016 Corporations for Communities Award. The deadline to nominate a company is August 31.

Secretary of State Kim Wyman says the CFC program allows the public to recognize deserving businesses that help their communities: "Washington is blessed to have many companies that make a difference by giving back in various ways. Corporations for Communities offers people a chance to nominate companies that contribute, so I encourage the public to take a moment to make a nomination."

Anyone is able to nominate businesses for the Corporations for Communities Award. Any for-profit corporation, limited liability company (LLC), or limited partnership is eligible for the award. Nominees need to be registered with the Office of Secretary of State.

Click HERE to submit a nomination, or visit:

www.sos.wa.gov/corps, select awards

### the BUZZ

2016 Quarterly Statistics:

April 1— June 30, 2016

New formations/ registrations: 16,718

Total active businesses: **484.491** 

Received mail: **17,821** 

Phone calls: **39,014** 

Average time to answer calls: 3 minutes, 14 seconds

# **Charities Education and Outreach**

The Charities Education and Outreach program has a number of large consumer-protection events scheduled. Some of these events include Mason County Consumer Protection Fair, Spokane Consumer Protection Tour, The Puyallup Fair, and the Retired Public Employee Council Annual Convention.



Many of these events are in conjunction with Consumer Protection Washington, which is a group comprised of several state agencies, as well as private sector consumer protection advocates. If you are interested in more details, please like the Facebook page at <a href="https://www.facebook.com/consumerprotectionwashington">https://www.facebook.com/consumerprotectionwashington</a>. Please also feel free to email <a href="mailto:Teresa.Glidden@sos.wa.gov">Teresa.Glidden@sos.wa.gov</a> or call 360-725-0373.

The Charities Program continues to partner with Washington Nonprofits to deliver training to Charities and Nonprofits across Washington State. A link to the Secretary of State-sponsored trainings, as well as Washington Nonprofit's full calendar of events, can be found at on the Charities Program Training Webpage: <a href="www.sos.wa.gov/charities/training">www.sos.wa.gov/charities/training</a>.

In addition to providing virtual trainings, online and in-person trainings, regarding nonprofit Boards, Finance and Legal obligations, Washington Nonprofits will be introducing a new educational track in 2016-2017. They're introducing a complete video series, titled "Let's Go Legal," that includes information on state and federal law, fundraising, employment and intellectual property.

#### FREE! Washington Small Business Fair

Join us on September 24 at Renton Technical College for the 20th annual Biz Fair and learn from the experts how to form and run a successful business!

Resource Center open (Building I) **8 am - 2:30 pm** Begin (Buildings C and H)**8:30 am Seminars** 

There is no pre-registration for the fair or seminars. Take advantage of the 30-minute breaks between seminars and lunchtime to visit business assistance organizations and government agencies in the Exhibitor Resource Center. The Resource Center opens at 8 am and closes at 2:30 pm (just before the last set of seminars begins), so don't miss out!

Find out more about Biz Fair on our <u>Frequently Asked Questions</u> page.

# How to file Annual Reports at DOR

You may have noticed that the Department of Revenue's Business Licensing Service has a new online filing system. Here are basic instructions for when you need to file a **Profit Corporation** or **LLC annual report.** 

Go to www.bls.dor.wa.gov



#### Tips & Tidbits

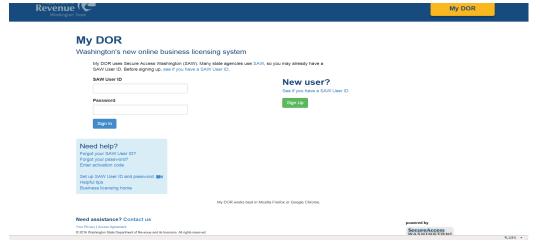
Don't forget to use <u>live</u>
<a href="mailto:chat">chat</a>! Need a quick
answer to a question?
Need to check the status
of a filing, or check a
name availability?

Use our <u>live chat</u> service. It routes to the same customer service teams that you know so well and can speed up your response depending on the level of question.

You can find the **live chat** button on several web pages starting with

Contact Us

Select Corporation or LLC renewal and annual report



# CHANGING REGISTERED AGENTS:

Be sure your client is selecting only one type of agent on the new Designation of Agent form in addition to completing the consent section. The new format is helping, but it needs to be completed correctly.

Here is the latest form for:

<u>Designation of Registered</u>

<u>Agent</u>

#### How to File Annual Reports at DOR (continued)

Select Business licensing from the available services



Select File Corporation or LLC Annual Report



- Enter the UBI number
- Complete the steps in the annual report

This process applies to all **Profit Corporation** and **LLC** annual reports. Nonprofit Corporations, and all Limited Partnerships file the annual report via <u>Online Annual Reports</u> or by visiting <u>www.sos.wa.gov/corps</u>.

This quarterly newsletter from the Secretary of State's Corporations and Charities Division was created to provide general information that may be of interest to businesses, and the organizations that service businesses. It is also a great opportunity to share details of projects and issues being covered by this office.

We will continue delivering this newsletter via email distribution, but will are no longer mailing paper copies.

If you would like to be added to the quarterly distribution list or if you have information you wish to submit, please contact:

Patrick Reed, at: patrick.reed@sos.wa.gov